Employee Self Service

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Tool Descriptions | Complete a Staff Evaluation

PATH: *Employee Self Service*

As a district employee, the Employee Self Service module allows you to access personal employment information.

Tool Descriptions

Using this tool...	You can...
My General Information	view personal information (last name, first name, race/ethnicity, etc.), person identifiers (staff number, staff state ID, etc.), and I-9 verification information.
My Contact Information	view contact information like your household, address and emergency contacts.
My Employment	view employment and work assignment information including the start date of employment in the district.
My Qualifications	view details regarding your certification, licensing, education and work history based on information collected by the district.
My Evaluations	view your individual staff evaluations and complete the review process if the district is using Staff Evaluations.
My Leave Information	view when leaves of absence were taken. If your district uses the Campus Payroll application, you can also view when leave was earned.
My Food Service	add money to your Food Service account.
My Fees	view and pay Fees.
My Accounts	- Add a Credit Card/Debit Card (*Payment Methods*) - Automatically Add Money to a Food Service Account (*Recurring Payments*) - Set up Recurring Payments for Fees (*Recurring Payments*) - View your Payment History (*Payment History*) - Pay an Optional Fee (*Optional Payments*)

Complete a Staff Evaluation

Topic	Tool
Reflection and Acknowledgement	My Evaluations
Acknowledgement Only	My Evaluations